

# FLEET MECHANIC II

**GRADE: 15**

**FLSA: NON-EXEMPT**

## CHARACTERISTICS OF CLASS:

The Fleet Mechanic performs intermediate skilled and technical work in the maintenance and repair of municipal vehicles and equipment. The incumbent is responsible for, but not limited to: preventive maintenance inspections, services, and light fabrication to automobiles, light-heavy trucks, buses, refuse packers, ground maintenance equipment, off road and seasonal equipment.

## EXPECTATIONS OF ALL CITY EMPLOYEES:

- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities
- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## EXAMPLES OF DUTIES:

- Performs diagnosis of problems on equipment; performs electronic testing; replaces or rebuilds problem components and parts; test drives equipment.
- Performs general repair work on all equipment, engines, transmissions components.
- Performs road service and, if necessary, tows equipment to shop for repairs.
- Welds, rewires, and paints equipment as necessary; performs body work and replaces glass parts.
- Fabricates components; picks up needed parts; repairs tires; and refuels equipment.
- Provides technical assistance: interviews operators; records information; and

- instructs operators in use of equipment.
- Fills in for supervisor and issues work orders.
- Performs related work as assigned.
- Diagnoses accurately mechanical, electrical, electronic and hydraulic problems.
- Repairs in appropriate and timely manner automobiles, trucks and heavy equipment.
- Ensure that all safety procedures are followed.
- Perform all preventive maintenance procedures.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to a High School diploma or GED, and (5) years experience as a journeyman mechanic working in multi-fleet operation, including a minimum of (3) years experience of steel/aluminum welding, and a minimum of two (2) current ASE Certifications in automotive and/or Heavy Duty Truck. Must possess or be able to obtain a Commercial Driver's License within 30 days of employment.

### **Preferred Knowledge, Skills and Abilities:**

- Thorough knowledge of the standard practices and tools of the automotive trade.
- Thorough knowledge of the operating principles of all components found on gasoline or diesel powered vehicles or equipment.
- Thorough knowledge of the operating principles of hydraulic systems such as found on earth moving equipment, refuse trucks, salt spreaders and street sweepers.
- Thorough knowledge of the use and maintenance of tools and equipment, including electronic diagnostic and testing equipment used in the automotive maintenance field.
- Considerable knowledge of the occupational hazards and safety precautions of the automotive mechanic's trade.
- Ability to work independently, and to understand and follow oral and written instructions, service charts and maintenance manuals.
- Ability to weld with professional quality steel cast iron and aluminum.
- Ability to use machinery such as metal lathes, brake lathes and drill presses.
- Ability to fabricate specialized parts and equipment to serve a need or to make repairs.
- Ability to fill work orders and keep related shop records - being accountable for all time and materials needed for repairs.
- Ability to supervise, train, and instruct subordinate automotive mechanics.
- Ability to establish and maintain effective working relationships with other employees.
- An aptitude for mechanical work, physical strength and good health is required.